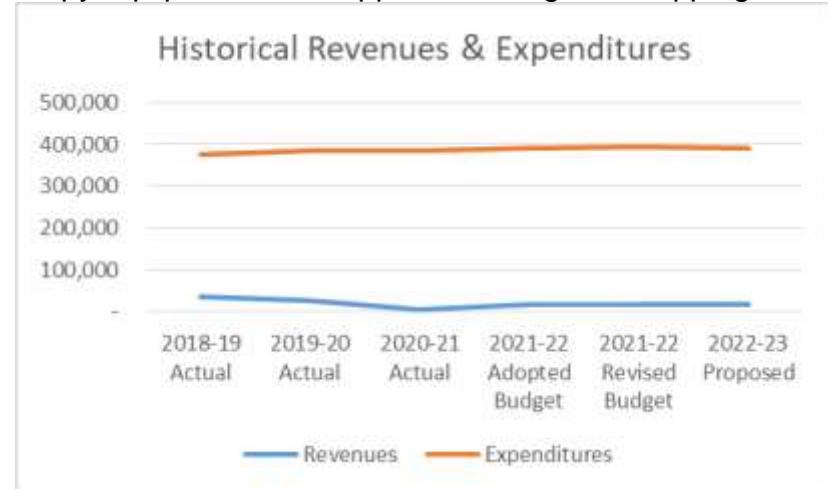
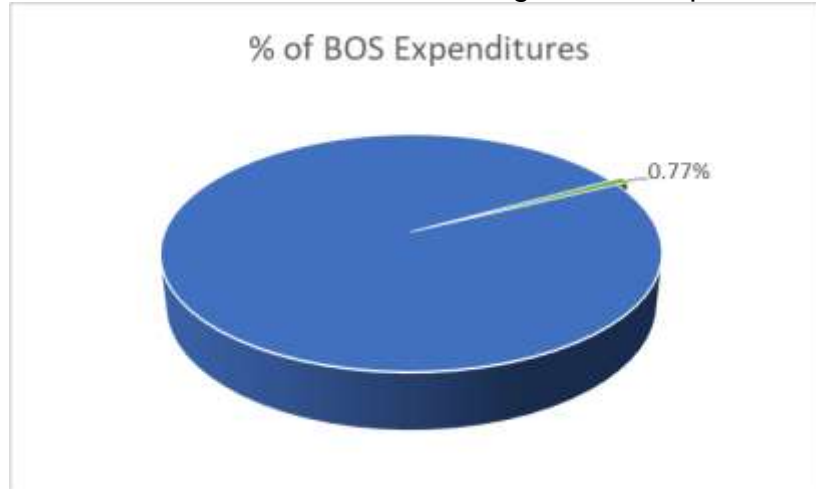


Town Administrator

The Town Administrator is appointed by and serves at the pleasure of the Board of Selectmen. A professional public manager, the Town Administrator provides staff assistance to the Board and the First Selectman, makes policy recommendations, acts as an advisor and informational resource, carries out Board directives and policies, coordinates the efforts of Town departments and oversees the preparation of Town publications. Also included in the Town Administrator's budget is funding for certain centralized (i.e. not distributed) costs for operations conducted within Town Hall. These costs include the staffing of the reception desk, photocopy equipment and supplies, mailing and shipping, etc.



[Click here to explore historical and proposed revenues for this department](#)

[Click here to explore historical and proposed expenditures for this department](#)

Accomplishments 2020-2021

- Continued to deliver services to the public at a high level despite the challenges of the pandemic.
- Applied for and was awarded a State grant to assist with landscaping at Highland Farms.
- Negotiated a contract with the Public Works/Parks & Rec Union.

Accomplishments/Objectives 2021-2022

- Negotiated a contract with the Town Hall Union
- Begin implementing recommendations from the Technology Assessment Report

Town Administrator

- Reorganized the Land Use Departments.
- Oversaw installation of landscaping at Highland Farms
- Continued to increase Town services that are provided remotely.

Objectives 2022-2023

- Negotiate a contract with the Darien Police Association.
- Return to all in-person meetings for committees.
- Update the Town website
- Continue to evaluate Town services and how best to provide them.

Five Year Outlook

The pandemic forced us to move many services online. We continue to do work in that area. We need to continue to evaluate the opportunities for providing remote services and how to provide them in the most citizen-friendly manner. There is one employee contract that expires on 6/30/22, another expires on 6/30/23, with the last expiring 06/30/24. By the end of the five year period, they all have the potential to be under negotiation again. We will need to evaluate how the pandemic may have changed commuting patterns and the resulting impact on parking. Pedestrian access and merchant/customer parking downtown continue to be a focus, with the redevelopment projects moving along presenting both opportunities and challenges. With the communications center about to be fully civilianized. This will lead to opportunities for change in multiple areas. Expect the Town to continue working to become more energy independent as well. Lastly, the Town is lucky to have many long-time employees with tremendous experience and institutional knowledge. We will work to maintain that level of expertise while addressing staffing changes that inevitably arise.

Revenues	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Adopted Budget	2021-22 Revised Budget	2022-23 Proposed
Fines & Forfeits	37,417	25,729	5,849	17,000	17,000	17,000
Charges For Services	-	25	-	100	100	100
Total	37,417	25,754	5,849	17,100	17,100	17,100

Town Administrator

Expenditures	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Adopted Budget	2021-22 Revised Budget	2022-23 Proposed
Personnel	257,401	262,551	244,955	240,724	244,991	240,500
Contractual Services	111,751	115,749	135,591	141,846	142,346	142,596
Materials & Supplies	6,644	7,340	4,781	7,600	7,600	7,250
Total	375,795	385,641	385,327	390,170	394,937	390,346

Staffing	2018-2019		2019-2020		2020-2021		2021-2022		2022-2023 Proposed	
	<i># of positions</i>	<i>FTE's</i>	<i># of positions</i>	<i>FTE's</i>	<i># of positions</i>	<i>FTE's</i>	<i># of positions</i>	<i>FTE's</i>	<i># of positions</i>	<i>FTE's</i>
Town Administrator	1	1.00	1	1.00	1	1.00	1	1.00	1	1.00
Administrative/Clerical	2	0.96	2	0.96	2	0.96	2	0.46	2	0.46
Total	3	1.96	3	1.96	3	1.96	3	1.46	3	1.46

Estimate of total personnel costs based on FY2023 wages and benefits package. Medical and dental expenses are allocated based on number of benefit eligible positions. Only salaries are budgeted in the department. All other personnel costs are budgeted in Employee Benefits.

Base Wages	217,500
Medical & Dental	33,985
FICA	16,639
Other	626
Retirement	19,520
Total	<u>\$288,270</u>

Town Administrator

Performance Measures	Actual 2017- 2018	Actual 2018-2019	Actual 2019-2020	Actual 2020-2021	Projected 2021-2022	Projected 2022-2023
Board of Selectmen meetings held	26	26	30	28	26	26
Percent of actions forwarded to RTM that were approved	100%	100%	100%	100%	100%	100%
Parking Permits Issued online	41%	50%	53%	63%	55%	60%
Parking Permits Issued	1,373	1,364	1,441	1,236	1,500	1,323